Using Models to Move Students into Sections

Start the process by selecting the Models Tab.

There are two model choices:
- The **Sequential Class Sections** Model enrolls students into sections sequentially based on seat availability.
- The **Even Distribution Model** evenly enrolls students across all sections.

### The Sequential Class Sections Model

The Models page will default to the Sequential Class Sections Model.

1. Use Sequential Class Sections is available by default.

2. Select the component type.

3. Check off the box next to the enrolled component from which you wish to move participants.

4. Select the section(s) from which you wish to move enrollments.

5. This model will take into account student preferences if available.

6. Click Run Model when you are ready.

7. Refresh when job is finished.

When you click Run Model, you will be asked to Confirm and when the process is completed, you will see the Complete window. Click Close.
After you run the model, you will see the Pending Status results below:

![Pending Status Results](image)

**The Even Distribution Model**

Select the Even Distribution Model from the drop down:

![Even Distribution Model](image)

Follow the same steps to run this model as you did for the Sequential Model.

**Important Note:** Student preferences can NOT be taken into account when running this model.

After you run the model, you will see the Pending Status results below.
Reviewing the Model Run Results

When you begin to review model results, you will see two possible statuses:

**Pending**: These students have been moved into the section based on the model and are being considered for enrollment in the section. The student will not be enrolled until you submit a model.

**Locked**: It is possible to move a student who fits into the section for which you ran the model into a “locked” state. This does not enroll the student in the section, but will keep the student in that section as you run other models and work with other students. When you are ready to enroll the student, you can submit the locked model and the student will be enrolled.

In this example, both models were run. When you look at the Review Models header, you will see that three records were created:

The first will display the roster of students using the Even Distribution Model, as it was the last model run in this example. The status of these students is “Pending”, meaning that you are reviewing the results and deciding whether or not to keep the student in the section.

The second will display the roster of students using the Sequential Class Sections Model, as it was the first model run in this example. These students are also in a “Pending” status.

The third is a page called LOCK:
As you are working with the roster of students from your models, you can move those students who you are certain about enrolling in a particular section into the LOCK list. Then, as you re-run models, these students will not be moved from their “locked” status.

Putting students into the LOCK status does NOT permanently enroll them in the section. You can move students into LOCK as you work through your model scenarios.

**Working with Model Results**

- You can rerun models as many times as you need to, move students into other sections based on the results or conflicts and move students into the LOCK model.
- You can also Delete Models you do not need by using the Delete Model button
- When you are ready to enroll students, you can submit the model. You can submit either a Pending model or the LOCK model (or both). **As soon as you hit the Submit Model button, the student will be enrolled into the section. The student will see the enrollment in the Student Center.**

The next topics discuss various scenarios using models.

**Moving Individual Students from one Section to Another**
If you wish to move a student from one section to another, you can easily do this by clicking on the magnifying glass next to the section number:

<table>
<thead>
<tr>
<th>From Section</th>
<th>To Section</th>
<th>Lock</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>005</td>
<td>☑</td>
<td>Pending</td>
</tr>
</tbody>
</table>

A Lookup window will open displaying your created sections. Simply click on the link of the section you wish to move the student into:

![Lookup window]

The student will be moved into the section. Note that the status is still “Pending”, thus the student has not yet been enrolled in the section:

<table>
<thead>
<tr>
<th>From Section</th>
<th>To Section</th>
<th>Lock</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>003</td>
<td>☑</td>
<td>Pending</td>
</tr>
</tbody>
</table>

**Working with Time Conflicts**

If a student has a time conflict, you will see this icon appear on the list:
If you click on the icon, a screen will appear informing you that there is a time conflict.

To resolve the time conflict, move the student into another section, as demonstrated in the previous topic.

Once you have moved the student, click on the green arrow to see if this resolves the conflict:

If the conflict is resolved, the icon two icons will clear:
Moving Students into the LOCK Model

If you are satisfied with where a student has been sectioned, you can lock that student into place. Locking students is optional, but it is a good way to narrow down the list of students you will need to work with in order to section.

The locking of students will keep in the proposed section and not include those students in subsequent model runs.

1. To lock a student, simply select the Lock checkbox next to the student’s name.

<table>
<thead>
<tr>
<th>From Section</th>
<th>To Section</th>
<th>Lock</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>005</td>
<td>☑️</td>
<td>Pending</td>
</tr>
</tbody>
</table>

2. When you now move to the LOCK results, you will see the students appear here:

Deleting a Model

To delete a model:

1. Select the [Delete Model] button:

You will receive a Confirmation message informing you that **if you have locked any students in this model, they will also be removed from the LOCK status**:
2. If you wish to continue, click Confirm.
3. You will receive a Complete window; click Close.
4. Click the button to remove the model.

**Submitting a Model**

You can submit either a Pending Model or a LOCK Model. In most cases, you will want to move students into the LOCK model so that you are only working with students with conflicts.

**Important Note:** Once you submit a model, the student is enrolled into the section. This information will appear immediately to the Student on their enrollments in the Student Center.
Locking a student into a section does **not** mean that the student is permanently enrolled in the section. You can continue to move an enrolled student into another section using the process to manually move students into sections. Be aware that if you do this, the student will see the subsequent enrollments change immediately in the Student Center.

**Best Practice Recommendation:** To mitigate potential confusion, you may wish to send an email to students letting them know that while they will begin to see section enrollments, you will be sending them a final email confirmation when you have completed the process.

To submit a model:

1. Click the **Submit Model** button
2. You will receive a Confirmation Message. Note that the message reminds you that the submission will result in the section being posted to the student’s record.

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Confirmation

Click Confirm to post your model.

Warning: By submitting this model, it will post to the student’s enrollment record.

Note: During high volume processing could be slower to create models or post enrollments. 
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3. Click Confirm
4. You will see a Complete Message. Click Close
5. You will need to click **Refresh** to see the results.
Reviewing Submission Results

When the results are returned, you will be told if the student’s enrollment was successful or if there are errors.

<table>
<thead>
<tr>
<th>Class Section</th>
<th>Related Class Number 1</th>
<th>Related Class Section 1</th>
<th>Related Class Number 2</th>
<th>Related Class Section 2</th>
<th>Errors</th>
<th>Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>002</td>
<td></td>
<td>002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>002</td>
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</tr>
</tbody>
</table>

Error messages may include:

- Time conflicts (see example of error message in the
- A student has a Hold on their account that will prevent enrollment

For time conflicts, use the methods described earlier in this document.

If a student has a hold on their account, send an email to the student requesting more information.